

MEETING #4 – January 22, 2019

At a Joint Meeting of the Madison County Board of Supervisors and the Madison Town Council on January 22, 2019 at 5:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Amber Foster, Vice-Chair
Charlotte Hoffman, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Sean Gregg, County Attorney

ABSENT: Jonathon Weakley, Member
Kevin McGhee, Member

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that Supervisor Weakley and Supervisor McGhee will be absent from today's session.

Major Lamar called the Town Council meeting to order. The Town delegation included:

Willie Lamar, Mayor
Nancy Knighting, Vice-Mayor
Alma Lu Ayers, Councilor
Barbara Roach, Town Clerk
Maynard Sipe, Town Attorney

Supervisor Foster moved that the Agenda be adopted as presented, seconded by Supervisor Hoffman. **Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: Weakley, McGhee.**

Topics discussed included:

1. Revolving "microenterprise" loan fund

Tracey Gardner agreed to advertise the availability of microenterprise loan funds and to make the application forms available.

2. Grants for sidewalks

Patrick Mauney agreed to develop a Town of Madison sidewalk inventory and plan that would support potential grant applications.

3. VDOT reimbursement for inmate labor

It was noted that there is no cost for the Central Virginia Regional Jail trustees the County has doing work in downtown Madison.

4. Tourism funds

It was agreed that the use of the County's tourism tax fund is restricted but transient occupancy tax revenues that could be collected by the Town are not subject to the same regulations.

5. Permit coordination and economic development

Tracey Gardner agreed to keep working to improve the facilitation of development reviews.

6. VDOT 6-year plan

The Town representatives agreed to provide a "wish list" of potential VDOT projects.

7. Barn quilts

There was some discussion on whether barn quilts in the Town would be considered signage or art.

At 5:45 p.m., the Madison Town Council adjourned their joint meeting with the Madison County Board of Supervisors.

Chairman Jackson called for a ten-minute (10) recess.

6:00 p.m.

1. Call to Order/Adopt Agenda:

Chairman Jackson convened and called the 6:00 p.m. Regular Meeting (#2) of the Madison County Board of Supervisors to order. Deputy Clerk Jacqueline Frye entered the meeting.

2. Determine Presence of a Quorum/Adopt Agenda

Supervisor McGhee and Supervisor Weakley were absent from today's session.

Chairman Jackson called for additions and/or adoption of the meeting Agenda.

Supervisor Foster moved that the Board approve today's Agenda as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

3. Public Comment:

Chairman Jackson opened the floor for public comment. With no comments being brought forth, the public comment opportunity was closed.

4. Special Appearances

a. Green & Clean Day on April 27: The County Administrator advised that Dink Kreis of the Rural Madison group has asked the County to consider waiving landfill fees for the collection of vehicle tires at the Green & Clean Day scheduled for April 27, 2019.

Roger Berry, Director of Facilities & Maintenance was present and advised that the event usually allows citizens to dispose of four (4) vehicle tires (excluding tractor or semi tires) and hosts awareness of the Share Shed located at the transfer station. The local Boy Scouts usually help with loading all tires being brought in for disposal.

After discussion, it was noted that only tires up to twenty inches (20") in diameter will be accepted for disposal.

Supervisor Hoffman moved that the Board authorize the proposed Green & Clean Day event that would be hosted by Rural Madison at the transfer station on April 27, 2019 and to waive the \$3.00 tire fee for up to four (4) tires from a twenty-inch (20") wheel or below from each Madison County household, seconded by Supervisor Foster. Aye: *Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

b. FY19 Audit Presentation: David Foley of Robinson, Farmer, Cox Associates, was present to provide highlights from the 2018 audit for Madison County, Virginia. Highlights focused on:

- Financial statements & Balance Sheet (page 15)
- Statement of Revenues, expenditures & changes in federal balances (page 16)
- Internal controls (page 162)
- Federal compliance guidelines
- Independent Auditor's Report (page 1)
- Opinions (page 2)
- Additional highlights focused on the:
 - Governance Letter
 - Qualitative aspects
 - Difficulties encountered in performing the audit
 - Corrected/uncorrected misstatements
 - Disagreements with Management
 - Management Representation
 - Management consultant (with other independent accountants)

In closing, Mr. Foley noted the County's audit was very clean.

The Finance Director asked for an explanation of the OPEB (page 104). Reference was made to:

- GASB 76 guidelines
- Effects of pension standards vs. liability to the County,
- Increase in the liability amount (\$600,000.00)
- VRS and pension costs

Comments from the Board:

- *Chairman Jackson: Questioned if past auditing concerns regarding the Parks & Recreation Authority (PRA) have been addressed; noted that the County's unused fund balances was about \$913,000.00 last year*

Mr. Foley advised that the Parks & Recreation Authority was receptive to adopting recommended auditing policies, thereby resulting in all issues of concern being resolved. It was

further noted that the auditors strongly recommend that the County maintain a general fund balance of fifteen to twenty percent.

The Finance Director verbalized concerns regarding funding for liabilities and the VRS costs for the teachers.

Mr. Foley referred to VRS liabilities and the effects this will have on localities throughout the State.

Supervisor Foster moved that the Board approve the FY18 audit for Madison County as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

5. Constitutional Officers

Commissioner of the Revenue: Brian Daniel, COR, was present and advised that reassessment notices have been mailed; citizens will have the opportunity to schedule an appointment to discuss concerns pertaining to their individual property reassessment.

6. County Departments

Economic Development & Tourism: Tracey Williams Gardner, Director of Economic Development & Tourism, was present and asked the Board to work with Janine Jensen Oakerson regarding her desire to continue serving on the Tourism Committee.

7. Committees or Organizations

a. Report on Status of Committees & Other Appointments: The Deputy Clerk provided an update on the committees/board vacancies (i.e. appointments for PRA & Tourism Committee). An email was received from Ms. Susan Vidal to request the Board appoint L. Brad Jarvis to serve on the Rappahannock Rapidan Food Policy Council. Reference was also made to the vacancy on the Comprehensive Planning & Assessment Team and that Valerie Ward, Director of Social Services, will be contacted regarding the process to secure an appointment to the vacant seat assigned to a "parent". After discussion, it was noted that this item will be added to a future meeting for additional discussion.

Supervisor Foster moved that L. Brad Jarvis be appointed to serve on the Rappahannock Regional Food Policy Council through December 31, 2019, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

Clarification was also provided that Supervisor Hoffman was selected to serve as the Board's only liaison to the Madison County Library Board.

Madison County Planning Commission: Carty Yowell, Commission Chair, provided highlights of the recent workshop session discussions that involved the potential for a wedding event venue in the County and the plan to work with the individuals who brought this idea forward. It was also reported that the Shenandoah Campground has a new owner that plans to make a major

investment in the locality per a Special Use Permit application that will be the subject of a public hearing scheduled on February 6.

Erik Weaver, Sheriff, asked if the new owner will provide security at the location

Mike Fisher, Commissioner member, was present and reported that the campground will have on-site security for the gated facility. It was also reported that a review of the County's Comprehensive Plan will be held on February 6th. A representative from the Department of Environmental Quality will also plan to attend the meeting session to provide input on storm water management issues. Further comments made pertained the extensive amount of revenue received in Greene County from Airbnb property venues vs. the amount of revenue received in Madison County.

8. Finance:

a. Claims

\$211,131.57 (1'17'19)

\$ 8,716.34 (1'22'19)

\$219,847.91 (Total)

Highlights:

\$23,000.00 (Environmental Timber payment [2nd half])

\$71,158.00 (Plow & Hearth Incentive

\$34,000.00 (Waste Management Svcs. Inc.)

\$15,000.00 (Virginia Tech - Extension Office Reimbursement)

Concerns were verbalized regarding an expenditure for power washing repairs, to which it was reported that the expense was for repairs to the power washer unit at the Madison Animal Shelter.

Supervisor Foster moved that the Board approve claims in the amount of \$2319,847.91 as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0).*

Absent: McGhee, Weakley.

b. Supplements

i. Consideration: Supplement for Employee Pay Adjustment (Commissioner of Revenue) - FY2019 #19_01222019 - \$2,979.88: The Finance Director advised that the supplemental requested is to appropriate additional funds from contingency reserve to cover additional compensation for the Deputy Commissioner of Revenue. It was also noted that the Board has earmarked \$10,000 (in the contingency fund) for the Commissioner's Office.

Supervisor Foster moved that the Board approve FY2019 Supplemental Appropriation #19_01222019 (totaling \$2,979.88) seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

ii. Consideration: Supplement for Local Match to RSAF Grant Monies (EMS Department) - FY2019 #20_01222019 - \$11,714.20): The Finance Director advised that the supplemental request is to appropriate additional funds for the RSAF grant obtained by the EMS Department; these funds will be used to purchase a vehicle.

Supervisor Hoffman moved that the Board approve FY2019 Supplemental Appropriation #20_01222019 (totaling \$11,714.20) seconded by Supervisor Foster. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

The County Administrator advised that Thursday's meeting will include discussion on capital improvements.

9. Minutes

a. January 2'2019 (#1) & January 8'2019 (#2)

Chairman Jackson called for corrections and/or adoption of the minutes of January 2'2019 and January 8'2019.

Supervisor Foster moved that the minutes of January 2, 2019 and January 8'2019 be adopted as presented, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.*

10. Old Business

a. Various EMS Items:

b. Consideration: EMS Requests:

Noah Hillstrom, Director of Emergency Medical Services, was present to provide input on the:

a. Transport Policy

b. New proposed building (i.e. sprinkler system is needed); and

c. There is still a need to hire a full-time staff member

The County Administrator advised that the transport policy is being presented today for review and advisement; it was suggested that once reviewed, this can be presented for adoption at the next meeting session.

Supervisor Hoffman advised that in discussing the Board's concerns regarding the proposed building, Mr. David James has agreed to an established rental amount of \$2,200.00 with a three (3) year lease and a 'ninety-day (90) out' option that can be initiated on the 19th day of each month.

c. Report: Status of Transfer Station Contract Procurement: The County Administrator advised that the County has begun the process of procuring a contractor for the transfer station for services that would include transfer station site operation, hauling/disposal of waste, or both.

At this time, no procurement package has been compiled. Input received from contractors shows that the larger companies would like to handle hauling/disposal, but not the day-to-day operation of the facility. Additionally, there is another contractor that would like to handle operations of the transfer station only but not hauling/disposal. The County staff would prefer to have one contractor be charged with all operations at the facility, as opposed to having multiple contractors or running the transfer station on an in-house basis. After some discussion, it was understood that the County Administrator would develop procurement documents in the "A or B, or A+B" configuration.

Roger Berry, Director of Facilities & Maintenance, was present and suggested the best option (in his opinion) would be to bid the entire operations and see if any proposals are received.

11. New Business

12. Information/Correspondence

13. Public Comment

Chairman Jackson opened the floor for public comment. The following individual(s) provided comment(s).

Carl Kerby: Suggested that a future contract allow citizens to dispose of household waste (i.e. paint, pesticides, insecticides, etc.)

Clint Hyde: Expressed concerns regarding the reassessment schedule, and suggested that the reassessment process transpire more frequently than every six (6) years

The Director of Facilities suggested that anyone needing to dispose of the aforementioned household items to please contact L. Brad Jarvis at the Madison County Extension Office.

Brian Daniel, Commissioner of the Revenue, was present and advised that there are other avenues that can be explored regarding the reassessment timetable; anyone with questions about their reassessment are encouraged to call to make an appointment with the assessor's staff.

With no further comments being brought forth, Chairman Jackson closed the public comment opportunity

14. Closed Session (7:30 p.m.: Interview applicants for appointment to committees)

a. Motion to Go into Closed Session: On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board convened in a closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for the purpose of discussion, consideration, and interviewing of prospective candidates for appointment to the:

1. *Parks & Recreation Authority, and*
2. *Tourism Committee*

Aye Jackson, Foster. Nay: (0). Absent: McGhee, Weakley.

b. Motion to Reconvene in Open Session: On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board reconvened in open session, with the following vote recorded:
Aye: Jackson, Foster. Nay: (0). Absent: McGhee, Weakley.

c. Motion to Certify Compliance: On motion of Supervisor Foster, seconded by Supervisor Hoffman, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting.

Aye: Jackson, Hoffman, Foster. Nay: (0). Absent: McGhee, Weakley.

****No action was taken as a result of the closed session***

The County Administrator provided a charter of the Tourism Committee for review and consideration.

15. Post-Closed Session Matters

16. Adjourn

With no further action being required, on motion of Supervisor Hoffman, seconded by Supervisor Foster, Chairman Jackson adjourned the meeting until 2:00 p.m. on January 24, 2019 for a budget work session at the Madison Fire Department. *Aye: Jackson, Hoffman, Foster. Nay: (0). Foster, McGhee, Weakley.*

R. Clay Jackson, Chairman
 Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: February 12, 2019

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, January 22, 2019 at 5:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Joint Session with the Madison Town Council (5:00 PM)

- 1. Call to Order, Pledge of Allegiance & Moment of Silence (6:00 PM)**
- 2. Determine Presence of a Quorum / Adopt Agenda**
- 3. Public Comment**
- 4. Special Appearances**
 - a. Green & Clean Day on April 27Dink Kreis, Rural Madison*
 - b. FY19 Audit PresentationDavid Foley, Robinson, Farmer, Cox Associates*
- 5. Constitutional Officers**
- 6. County Departments**
- 7. Committees or Organizations**
 - a. Report on Status of Committee and Other AppointmentsDeputy Clerk Frye*
- 8. Finance..... Director of Finance/Assistant County Administrator Costello**
 - a. Consideration: Recent Claims*
 - b. Consideration: Supplement for Employee Pay Adjustment (Commissioner of the Revenue Department)*
 - c. Consideration: Supplement for Local Match to RSAF Grant Monies (EMS Department)*
- 9. Minutes..... Deputy Clerk Frye**
- 10.Old Business**
 - a. Report: Status of Various EMS Items..... Dir. of Emergency Medical Services Hillstrom*
 - b. Consideration: EMS Requests Dir. of Emergency Medical Services Hillstrom*
 - c. Report: Status of Transfer Station Contract Procurement..... County Administrator Hobbs*
- 11.New Business**
- 12.Information/Correspondence**
 - a. Status Report on Projects County Administrator Hobbs*
- 13.Public Comment**
- 14.Closed Session (7:30 PM: Interview applicants for appointment to committees)**
- 15.Post-Closed Session Matters**
 - a. Consideration: Appointments to Committees and Other Positions..... Chairman Jackson*
- 16.Adjourn (to January 24, 2019 at 2:00 PM for a budget work session at the fire department)**